

# Office Memorandum • UNITED STATES GOVERNMENT

DATE: 7 October 1959

TO : Director of Training  
VIA : Chief, Operations School  
FROM : Acting Chief, Headquarters Training

SUBJECT: Weekly Activities Report No. 40  
30 September - 6 October 1959

## I. SIGNIFICANT ITEM

Lack of interest in S&T: Approximately two weeks remain before the start of the S&T course on 26 October and only ten students are registered, as follows:

WE Division - 5  
SR Division - 1  
EE Division - 1  
OTR - 1  
COMMO - 2

25X1A9a

In spite of a special memo to the Area Divisions by [redacted] and prodding by the DD/P Training Office and OTR/Registrar, only two registrations have been added in the last month. [redacted] of the DD/P Training Office, told [redacted] she doesn't believe registration will increase significantly since the FE, WH, NE and AF Divisions have slight interest in the course.

Registration should be completed as soon as possible, since security clearances must be sent to various installations to complete field trip arrangements. Also, a pre-course reading schedule, requiring two weeks to complete, has been arranged for the students.

The apparent lack of interest in the S&T course should be a matter for the attention of the DD/P himself. DTR may wish to raise this question at the weekly DD/P meeting. Cancellation of the course at this time may be embarrassing to CIA, as arrangements with the military already have been made for all field trips.

## II. OTHER ITEMS

a. Covert Action Operations: The DD/P training officer has released the letter to all division chiefs calling their attention to the CAO course and urging them to nominate subscribers to the course. All components of the PP Staff have agreed to the schematic outline of the CAO course which was circulated last week. The [redacted] has been given two hours additional time; the other sections remain about the same. The regular chronological schedule will be completed and circulated by 12 October 1959.

25X1A [REDACTED] spent two hours with the Overseas Training Branch discussing mutual problems and explaining the CAO course. [REDACTED] will take the course and critique it; Hank will assist where possible on the preparation of the PP Guide that OTB is preparing. 25X1A

25X1A14a b. Operations Course: On 6 October, a meeting with the DD/P  
25X1A14a training officer on the proposed [REDACTED] Course was held. Present were  
25X1A9a [REDACTED]

It was agreed that the DD/P training officer will canvass the DD/P on the desirability of this course as proposed [REDACTED] 25X1A9a  
Probable date would be about March or April 1960; other details are left open. [REDACTED] is interested but the question of subscribers is wide open.

25X1A8

25X1C14a [REDACTED]

25X1A9a d. Cable Writing Refresher: With an attendance of 20 persons, the smallest since the course started, Cable Writing Refresher No. 19 was given from 0900 to 1200 hours on 7 October 1959. Most of the registrants were from FE division. [REDACTED] talked on the two subjects of "Saving by Sound Organization" and "Saving by Effective Wording"; [REDACTED] on "Cable Format"; [REDACTED] Signal Center, on "Saving by Technical Considerations." The class met in Room 2103, Alcott Hall. 25X1A9a

25X1A9a

25X1A9a e. Information Reports, Reporting, and Requirements: Information Reports, Reporting, and Requirements (IRRR) Number 22 was completed 2 October 1959. Of the 9 students enrolled, 4 showed unusual aptitude for and development in skills essential in the general field of clandestine reporting. Only one did an inferior job and that solely because of the inability to write coherent English. [REDACTED] handled himself well as a lecturer. [REDACTED] spent 5 October briefing a group of [REDACTED] in some practical applications of reporting principles. [REDACTED] is taking an additional week of tutorial training in IRRR October 5-9. 25X1A9a 25X1C8c

25X1A9a

25X1C8c

25X1A9a

25X1A9a f. JOT Program: The JOTS continue to maintain a high degree of enthusiasm and interest in the Program despite the hot and sticky R & S auditorium. The speakers, on the whole, have been very good. The students don't seem to want to let up on a speaker when he gets through. [REDACTED] did an exceptionally fine job for the Operational Services. The two hours allotted to this group was insufficient to cover the stimulating manner in which the subject was presented. I called [REDACTED] and thanked him for the efficient and effective performance he gave with his group. 25X1A9a F

25X1A9a

SECRET

25X1A14a

g. Program: Despite a registration of 10 students (usual registration is 15) we will run the course beginning Monday, 12 October. We may catch a late registrant or two meanwhile but I believe that the course should go on.

III. ADMINISTRATIVE

25X1A9a

Nothing significant to report. [REDACTED] is trying to get back to normal routine administrative activities following her marriage on 26 September.

25X1A9a

[REDACTED]

SECRET